



# The City of Garfield Heights

---

**TO:** Citywide, Council Members, Seniors, Visitors and Residents  
**FROM:** Mayor Matthew A. Burke  
**SUBJECT:** MANDATORY MASK WEARING  
**WHEN:** EFFECTIVE IMMEDIATELY – WEDNESDAY, September 22, 2021

## **UPDATED COVID-19 policy and REQUIRED FACE MASK PROTOCOL:**

1. All individuals including residents, seniors, visitors, council members and vendors entering all City of Garfield Heights buildings will be required to wear masks.
  - All City Employees are now required to wear masks at ALL times. This includes in one's own workspace as set forth below-
  - Employees are expected to wear the mask upon the approach of another person into their workspace.
  - As a person approaches your desk, enters your office, or approaches your counter, you should be putting your mask on or have it on already.
  - The person approaching you should also be putting their mask on or have it on already, since they are in the building.
2. **Mask wearing will be strictly adhered to, regardless of vaccination status.**
3. City Employees who refuse to comply with mask wearing guidelines will be subject to disciplinary action. There are NO EXCEPTIONS to this rule. This rule remains in effect until further updates.
4. If any individual refuses to wear a mask, he/she will not be allowed to enter the City of Garfield Heights Buildings.
5. For the purpose of contact tracing, all seniors, council members, and visitors to the Civic Center will continue to sign in daily, upon entry to the Civic Center/Senior Center.
6. All seniors will have temperatures taken upon entry to the Civic Center. This is due to difficulty in distinguishing which seniors arrive by driving, being dropped off or coming by bus/van.

7. The Senior Center dining room and subsequent rooms open to the seniors will be cleaned and sanitized on a daily basis, at the end of the work day.
8. If visitors, employees, council members or seniors are experiencing COVID-19 symptoms or have a temperature at 100.4 degrees or higher, please see Human Resources immediately. All COVID-19 directives are per CDC guidelines.
9. Strict adherence to mask wearing will be enforced.
10. CDC guidelines will continue to dictate City of Garfield Heights COVID-19 policies.
11. As CDC guidelines continue to change, updates to the listed protocols will be amended and emailed to employees, council members, posted on the City website as well as posting within the Civic Center and Rec Center buildings.
12. If there are any disputes or questions, please contact Human Resources immediately

COVID Mask Wearing Policy Update  
THE CITY OF GARFIELD HEIGHTS  
Mayor Matthew A. Burke  
MAB:jshr  
092221